

CORPORATION OF THE TOWN OF PETAWAWA

BY-LAW 795/12

**BEING A BY-LAW TO ESTABLISH A POLICY FOR THE MAKING OF
GRANTS BY THE COUNCIL OF THE TOWN OF PETAWAWA**


WHEREAS Section 107 of the *Municipal Act 2001, S.O. 2001, Chapter 25*, as amended, provides that Council may make grants, on such terms as to security and otherwise as the Council considers appropriate, subject to certain provisions of the *Act*;

**NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE
CORPORATION OF THE TOWN OF PETAWAWA AS FOLLOWS:**


1. That the "Town of Petawawa Grants Policy" attached hereto as Schedule 'A' be and is hereby adopted.
2. Schedule 'A' is deemed to form part of this by-law.
3. That By-law 237/03 is hereby repealed.
4. This by-law shall come into force and take effect following third reading.

By-law read a first and second time this 17th day of September, 2012.

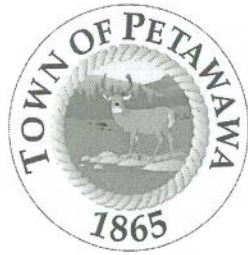
By-law read a third time and passed this 17th day of September, 2012.



Mayor



Clerk



CORPORATION OF THE TOWN OF PETAWAWA

GRANTS POLICY

PURPOSE:

The Town of Petawawa recognizes the invaluable role that the many Petawawa and area based volunteer community groups provide in helping mould Petawawa into a strong and vibrant community through their active and passive participation in the many leisure, social, educational and special interest opportunities made available by these groups.

POLICY:

Section 107 of the *Municipal Act 2001, S.O. 2001, Chapter 25*, as amended, provides that a municipality may make grants, on such terms as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality.

Section 224 of the *Act* states that it is the role of Council to ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of council and to ensure the accountability and transparency of the operations of the municipality.

Therefore, the aim of this policy is to 1) identify eligible community groups that may receive assistance from the Town of Petawawa (financial and/or otherwise) to develop, grow and benefit from this partnership with the Town and 2) to identify the conditions which govern the granting of such assistance.

PROCEDURE:

Eligible groups

Eligible groups include volunteer/amateur non-profit community groups. Groups will be considered in one of the following categories:

Primarily recreation - The primary objective or function of these groups is the provision of recreation services or opportunities. A group's aims and objectives must

be compatible with those of the Parks and Recreation Department and as such the Department will maintain direct liaison with the group. These groups facilitate organized opportunities for the residents and ratepayers of the Town of Petawawa to use their leisure time in formal or informal activities. Recreation services or opportunities are available in the areas of cultural, arts, sports, fitness, seniors, individuals with disabilities, hobbies, festivals, special interests and/or special events.

Other - The designation given for all other types of volunteer/amateur non-profit Petawawa and area community groups whose primary objective or function meet all other objectives of this policy, but rather than providing recreation services or opportunities, they provide a social, educational or other special interest activities or opportunities.

Groups or organizations that have an existing signed agreement with the Town of Petawawa will receive funding in accordance with the terms of that agreement. Existing agreements shall remain in force until replaced. Any new agreements will be drafted with consideration of the policies contained herein.

Criteria that will be considered

When any financial or “in kind” request is made to Council, consideration for funding approval will take place only if the requesting organization indicates that it meets the following criteria:

1. The group must be a volunteer/amateur non-profit Petawawa and area community group whose primary objective or function is the provision of services or opportunities to the residents of Petawawa and area. A group must exist for a period of 1 year before it becomes eligible to apply. Individuals and sporting teams are ineligible. Membership in a group shall be unlimited and open to anyone.
2. The group must be operated in an open and democratic manner through the holding of annual membership meetings and the election of an executive from the membership to carry out the wishes of the general membership. A list of all executive/board members, including names, addresses and telephone numbers, must accompany the application and be forwarded if there are any changes during the year.
3. A group must show that it will be capable of meeting its financial obligations on a yearly basis; subsequently it is necessary to submit an annual financial statement to the Treasurer immediately after an annual general meeting. The Town reserves the right to request a financial statement at any time from any group. If the Town’s annual contribution is to exceed \$25,000, the group’s policies must include or will include a provision for an annual formal financial audit by a recognized accounting firm or agent.

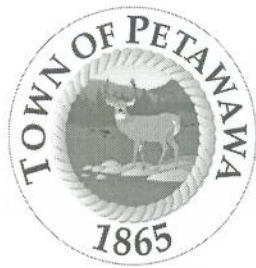
4. A request for financial assistance shall include a reporting structure and mechanism satisfactory to Council to describe the general process of how and when monies will be spent.
5. A group must provide the following documents to the Town of Petawawa:
 - a. Its constitution and by-laws. In the event that a group does not have a formal constitution or by-laws, a written statement of the group's structure, objectives and operational procedures adopted by the general membership must be submitted;
 - b. Proof of insurance satisfactory to the Town;
 - c. Minutes of meetings held throughout the year if requested by the Town of Petawawa
6. A group must agree with the Town to participate in publicity through normal municipal methods such as formal presentations, media releases or conferences.
7. If a group ceases to exist or disbands, any assets belonging to the group will be appropriately disbursed by mutual agreement between the Town and group or as allowed by law.

How to apply

Please note that funds are very limited. All applying groups will be provided a copy of the Grants Policy and an application form. Please contact the office of the Treasurer to obtain a copy of the policy and an application form. For budgeting purposes, all applications must be received by Council prior to February 28th to be considered in the current fiscal year. All information requested in the application form must be supplied or the application will not be considered by Council.

Determination of grant

In accordance with this policy, Council reserves the right, in its sole discretion, to accept, refuse, or accept in part any application for grant.



Grant Application
(in accordance with By-law 795/12)

Section 1 – Contact Information

Organization Name	_____
Mailing Address	_____

Website (if applicable)	_____
President/Executive Director	_____
Title	_____
Phone Number	_____
Email Address	_____
Contact Person (if different)	_____
Title	_____
Phone Number	_____
Email Address	_____

Section 2 – Organization Information

Year Established	_____
Total Organizational Budget	_____
Total # of Board Members	_____
Total # of General Members	_____
Total # of Staff	_____
Organizational Mission Statement	_____

Brief Description of Organization	_____

Description of Population Served	_____

Section 3 – Proposal Request

Program/Project Name	_____
Total Program/Project Budget	_____
Requested Amount	_____
Percentage of Total Budget	_____
Type of Request	Capacity Building _____ Capital Campaign _____ General Operating _____ Multi-Year Project _____ Program Support _____
Grant Period – From	_____
Grant Period – To	_____
Multi-Year	Yes _____ No _____
Geographic Area Served	_____
How does your grant request contribute to the Town of Petawawa’s mission to meet the health, safety and leisure needs of its residents?	_____ _____ _____ _____
Previous grants received from the Town of Petawawa	1. Amount _____ Date _____ 2. Amount _____ Date _____

Section 4 – Proposal Documentation

Please attach the following documentation:

1. Proposal Summary
2. Organizational Budget (current year)
3. Organizational Financial Statements (last fiscal year)
4. List of Executive/Board Members (including names, addresses and telephone numbers)
5. Other Supporting Documentation